

DEC 1955

MEMORANDUM TO: Director of Personnel

FROM : Chief, Personnel Assignment Division

SUBJECT : Out-Placement of Agency Personnel

1. In keeping with the Agency's policy of having resignees leave with the best possible attitude towards CIA, it is anticipated that the out-placement function currently carried on by the Counseling Branch will be developed and formalized. Pursuant to this plan, a study has been made by the Counseling Branch to determine the need for the enlargement of this program and a design for its implementation.

2. In the past, the Counseling Branch has assisted "selected" resignees in finding employment outside of this Agency. This has been done on an informal basis with the counselor determining the merits of each case, the practicality of such assistance, and the manner in which the placement was effected.

3. Within the last six months, there has been a noticeable increase in the number of resignees who, in the opinion of the counselor, warrant the assistance of this Agency in locating an extra agency position. Generally, these cases are ones in which the resignation is not a direct result of personal shortcomings. Specifically, these resignations result from situations as: (1) Medical Office disqualification; (2) qualifications for work not offered by this Agency; (3) domestic responsibilities which prohibit overseas assignment; (4) Panel cases; and (5) Security Office referrals. In situations (4) and (5) it is particularly important to attend to the interest of the individual at the time of resignation to safeguard the Agency's interest which might be jeopardized by a negative attitude of the resignee.

4. To improve the "out-placement" function, the counselor will familiarize himself with employment possibilities, both in government and private industry, in the Washington metropolitan area. This information will be collected from the Personnel Procurement Division of the Office of Personnel, other Federal agencies, Government sponsored and independent employment offices, university placement centers, etc.

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5. Normally, in the course of the exit interview, the counselor inquires about the future plans and employment prospects of the resignee. If, at this point, the employee is uncertain concerning his prospective employment, the counselor can take action.

6. This action will consist of a careful review of the employee's background, skills and interests. Contact will be made with his Placement Officer, supervisors, and all offices concerned to verify his qualifications, determine his competence, and to gather any additional information which will clarify his suitability for employment. (e.g., information from the Medical and/or Security Offices which might limit the resignee's employment potential.)

7. Should, at this stage, out-placement activities appear feasible, the counselor will make every effort to assist the resignee in locating outside employment. This may consist of the following: (1) presenting the individual with a list of actual jobs or job sources; (2) when necessary, contacting the potential employer or his representative, to facilitate the transfer to a new position; (3) follow-up activities to insure that the individual has made a satisfactory adjustment.

8. Time and space requirements will be kept at a minimum. No additional personnel, forms or equipment will be necessary. Although most communications can be handled by telephone, the original establishment of liaison channels and the collection of job information will require personal contacts.

9. Many resignations from this Agency are not at the volition of the incumbent. The motivating factor in these cases may be internal (e.g., Agency disqualification) or external (e.g., domestic responsibilities). In either case, when a reemployment problem is involved, the Agency should lend assistance to the individual. It is felt this service will improve the employee relations aspect of CIA and assist in maintaining its community reputation.

10. In view of the evident need for continuance and intensification of this type of program, and the benefits that would accrue to both resignees and the Agency, this is to advise that the steps mentioned above are now being taken to develop this activity.

STATINTL

